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Parmoor, 26 Cambray Place, Cheltenham, Gloucestershire GL50 2JN

23/00272/LBC Internal and external refurbishment works at 26 Cambray Place, Cheltenham

Details and Method of Repair for Existing Window Shutters

Note: To be read in conjunction with approved drawings 1625_300 - 318

Introduction

This document is submitted to provide information for the existing shutters to be retained and restored, confirming the nature and location of the works to discharge part of condition 9 relating to decision notice 23/00272/LBC.

The works include repair of all existing shutters to ensure smooth and safe operation. All existing windows without shutters, and all new windows to be installed will not be fitted with new shutters.

Details of Existing Shutters to be Restored

At 26 Cambray Place 4no. existing upper ground floor windows have panelled reveals and shutters. It is unclear whether the panelling and shutters are original or replica, reinstated after the fire. Existing timber panelled shutters have been painted shut and therefore currently inoperable.

Please refer to Appendix A for a photographic record of the existing window shutters and their locations.

Method for Repair Works

The purpose of the repair is to restore the existing shutters to working order and only replace or reinforce those parts of the shutters that have decayed so badly that they can no longer function as intended.

1. Before shutters are removed for repair they will be carefully recorded to ensure that they are reinstalled in the correct locations.
2. Existing shutters painted shut to be gently freed and areas of excess paint build-ups, which interfere with operation, and any loose or defective paint to be removed before exposed surfaces are rubbed down (using wet abrasion to minimise hazardous dust). Where essential stripping of paint is required this will be undertaken using an organic solvent stripper, care will be taken to clean the timber down thoroughly after stripping.
3. If localised pockets of decay are detected in their early stages and the structural integrity of the shutter remains sound, the defective areas can be scraped out and the remaining, sound timber treated and filled. Larger voids to be filled with a combination of a timber patch (shaped to fill the void) and filler.
4. Where decayed timber is to be removed to form a splice repair, the minimum amount of existing timber should be removed as is necessary to allow an effective repair to be formed. Where required new timber will be sourced to match the existing, mixing timber species between the new and the existing in a repair will be avoided to prevent differential expansion and contraction during varying conditions.
5. Following the removal of paint, all accessible surfaces of the shutters will be rubbed down (wet abrasive paper), primed and finished with the application of a minimum of one undercoat and one finish coat.
6. Where existing hinges and shutter bars are present these are to be retained, cleaned and repaired. If the original ironmongery is missing or beyond repair, reproduction fittings to be sourced and installed to match existing.

Appendix A

Upper Ground Floor: North Elevation

Window in the proposed Conference Space left of the upper ground floor entrance (viewed internally)



Window in the proposed Conference Space right of the upper ground floor entrance (viewed internally)



Upper Ground Floor: South Elevation

Pair of windows to the rear of the proposed refreshments area.



References

Cheltenham Borough Council - The Conservation and Renewal of Timber Windows

https://www.cheltenham.gov.uk/downloads/file/811/the_conservation_and_renewal_of_timber_windows

Historic England - Traditional Windows Their Care, Repair and Upgrading, 2017 - David Pickles, Iain McCaig and Chris Wood with assistance from Nick Molyneux and Eleni Makri

<https://historicengland.org.uk/images-books/publications/traditional-windows-care-repair-upgrading/heag039-traditional-windows-revfeb17/>

SPAB - Repair of Wood Windows SPAB Technical Advice Note, 2019 - Andrew Townsend, Architect and SPAB Lethaby Scholar Martyn Clarke, Carpenter/Joiner and SPAB William Morris Craft Fellow

<https://www.spab.org.uk/content/repair-wood-windows>

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